

478L

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 41-10/04

Date: 18 October 2004

Start Time: 0905

Present: Peter Leck, Peter Heath, Linda Mulligan, Judith McDonnell, Dr Darren Keating

Apologies: Tina Wallace

Confirmation of Minutes: Peter Heath

Seconded: Dr Darren Keating

Minute Taker: Joan Dooley

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
41-10/04 1.1	L & M	Allocation of Funding to Districts to support SCAN teams	<ul style="list-style-type: none"> • Dr Judy Williams will be considering options • The memo does not clearly articulate boundaries for use of funding • Lack of Allied Health support services has an impact on SCAN team • Demand will continue to increase 	•	Closed
41-10/04 1.2	L & M	White Pages Directory	•	• Directors to review and provide feedback to Kris Baggetto	Closed
41-10/04 1.3	SP&E	Internal Disaster Desktop Exercise Report	• Exercise did not focus on a control centre/management approach	• DDONS to request Carolyn Kennedy to provide updated plan that has been developed as a result of exercise	Open



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38-09/04 3.10.1	L & M	Policy 5.6.A1 – Aggression Management	<ul style="list-style-type: none"> Awaiting feedback from DCS 	<ul style="list-style-type: none"> 	Open
38-09/04 3.10.3	L & M	Policy 2.2.A1 Adverse Events Management	<ul style="list-style-type: none"> Endorsed with changes 	<ul style="list-style-type: none"> 	Closed
39-10/02 3.2.2	L & M	Formal Complaints Management Protocol	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> ESO to provide copy to SD/IMHS and DMS 	Open
40-10/04 3.10.1	L & M	Policy 2-1-C3 Coroner's Inquest – Care of the Body	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> DMS to provide feedback in 4 weeks 	Closed
40-10/04 3.10.2	L & M	Policy 2-1-E1 Ethical Research Issues	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> DMS to provide feedback in 4 weeks 	Closed
40-10/04 3.10.3	L & M	Policy 2-1-T1 Transporting of Patients by Employees	<ul style="list-style-type: none"> Included in motor vehicle policy 	<ul style="list-style-type: none"> Policy to be deleted 	Closed
40-10/04 3.10.4	L & M	Policy 2-1-L1 Legislative Monitoring	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> DCS to provide feedback next week 	Open

2. Business Arising			
Item No	EQUIP Function	Topic	Discussion
40-10/04 3.10.5	L & M	Policy 2-4-C1 Complaints Management	<ul style="list-style-type: none"> Links with Formal Complaints Management Protocol DDONS to provide feedback in 4 weeks
40-10/04 3.10.6	L & M	Policy 2-4-C3 Community Involvement in Health Service Development	<ul style="list-style-type: none"> Feedback to be obtained through Improving Performance Committee
40-10/04 3.10.7	L & M	Policy 2-4-V1 Visiting Hours	<ul style="list-style-type: none"> DDONS has distributed for wider consultation
40-10/04 3.10.8	L & M	Policy 2-4-V2 Visiting Pastoral Care Services and Volunteer Groups	<ul style="list-style-type: none"> Delete "volunteer"
			<ul style="list-style-type: none"> DDONS to discuss at Nursing HODs meeting DODNS to provide feedback in 3 weeks
			<ul style="list-style-type: none"> DDONS to provide feedback in 4 weeks DCS to provide feedback regarding "Volunteer Policy" in 2 weeks

3. Standing Agenda			
Item No	EQUIP Function	Topic	Discussion
3.1 Director of Corporate Services Issues			
41-10/04 3.1.1	L & M	Basketball Courts	<ul style="list-style-type: none"> Children would have to be supervised
41-10/04 3.1.2	L & M	Minor Works	<ul style="list-style-type: none"> Upgrade of medical Ward (airconditioning) will occur towards end of financial year Upgrade of main electrical switchboard is planned for this year's maintenance backlog program

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41-10/04 3.1.3			•	•	
3.2 Director of Nursing Services Issues					
41-10/04 3.2.1	SP&E	PART training	<ul style="list-style-type: none"> Gail Aylmer has received correspondence regarding re-certification Training program will be held in Melbourne over 1 week SD/IMHS noted that initial training has been provided throughout the District, therefore main focus is now on providing refresher training, therefore current trainers X 2 should be adequate Would be beneficial to reinvest in new trainers when recertification training is available in Queensland 	<ul style="list-style-type: none"> L & M supported Gail Aylmer attending recertification training in Melbourne 	Closed
41-10/04 3.2.2	L & M	Unit Specific Protocols	<ul style="list-style-type: none"> Gave overview of issue in CSSD where no-body wants to sign off unit specific protocols Acknowledged that unit specific protocols should be signed off by relevant Director and NUM Acknowledged that CSSD protocol should be signed off by Medical Director 	<ul style="list-style-type: none"> DMS to discuss with Dr Patel DDONS to discuss with Gail Aylmer 	Closed
41-10/04 3.2.3	HRM	Staffing	<ul style="list-style-type: none"> Is an issue Recruitment processes could be improved and streamlined 	<ul style="list-style-type: none"> DM, DDONS, DMS to discuss this afternoon DCS to organise meeting with DDONS and HR Manager 	Open
3.3 Service Director, Integrated Mental Health Service Issues					
41-10/04 3.3.1	C of C	Mental Health Week	<ul style="list-style-type: none"> Article in Health Watch "Child & Youth Mental Health" focus – FRIENDS program 	•	Closed



3 Standing Agenda	Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
41-10/04	3.3.2	C of C	Mental Health Review	<ul style="list-style-type: none"> • "Working on Wellness (WOW)" Committee organised workshop conducted by Janet Martin; 45 participants with very positive input regarding community concepts • Report has now been circulated to all staff • Implementation plan is progressing • Serious Incident Review committee scheduled for Friday 	•	Closed
41-10/04	3.3.3	L & M	Sentinel Event	•	•	Closed
3.4				<i>3.4 Director Community and Allied Health Service Issues</i>		
41-10/04	3.4.1			•	•	
41-10/04	3.4.2			•	•	
41-10/04	3.4.3			•	•	
3.5				<i>3.5 Director Medical Services Issues</i>		
41-10/04	3.5.1	C of C	Safety, Quality and Audit	<ul style="list-style-type: none"> • Dr John Wakefield has been appointed as Director Safety, Quality and Audit at PAH • 25 positions have been allocated statewide, focusing on patient safety and clinical governance 	•	Closed

3. Standing Agenda				Open/Closed	
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	
41-10/04 3.5.2			•		
3.6 District Manager Issues					
41-10/04 3.6.1	L & M	ISAP – DHC & WBDGP attendance at Improving Performance Committee meetings	<ul style="list-style-type: none"> Viv Chase, Dr Powell and Dr Graham have requested representation on Improving Performance Committee specifically dealing with Strategy Performance WBDGP is represented at Continuum of Care Committee by Rona Thomas, EO 	<ul style="list-style-type: none"> To place on DHC agenda 	Closed
41-10/04 3.6.2	L & M	Partnerships/Links Report	•	<ul style="list-style-type: none"> Directors to provide feedback to DM 	Closed
41-10/04 3.6.3	C of C	Adverse Events	<ul style="list-style-type: none"> DQDSU need to seek feedback from cost centre managers regarding their requirements Discrepancy in reporting levels throughout different departments Need to distinguish "adverse events/potential adverse events" on headings Security "Notification" in lieu of security "breach" 	<ul style="list-style-type: none"> Endorsed DM to provide feedback to DQDSU 	Closed
41-10/04 3.6.4	C of C	Aeromedical Retrievals	• Noted email from Ian Bynon	<ul style="list-style-type: none"> DM requested to be kept informed of any impact on BHSD 	Closed
41-10/04 3.6.5	L & M	Measured Quality Hospital Report 2004	• A brief discussion took place regarding information contained in report	<ul style="list-style-type: none"> DM to forward report to Quality Coordinator for inclusion on next Improving Performance Committee agenda 	Closed
3.7 Committee Minutes					



Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
41-10/04 3.7.1			•	•	
41-10/04 3.7.2			•		
3.8 Committee Reports					
41-10/04 3.8.1	HRM	Human Resource Committee	<ul style="list-style-type: none"> Directors to ensure permanent vacancy data is correct, however it was acknowledged that the data may not reflect latest changes Directors to follow up excess RDO balances 	•	Closed
			•	•	
3.9 Activity Report					
41-10/04 3.9.1	L & M	Activity Report	• Noted		Closed
3.10 Policies					
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3. Standing Agenda Items					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
			•	•	

3.II Others					
41-10/04			•		
3.11.1					

Meeting Closed: 1043
 Next Meeting: 25 October 2004

